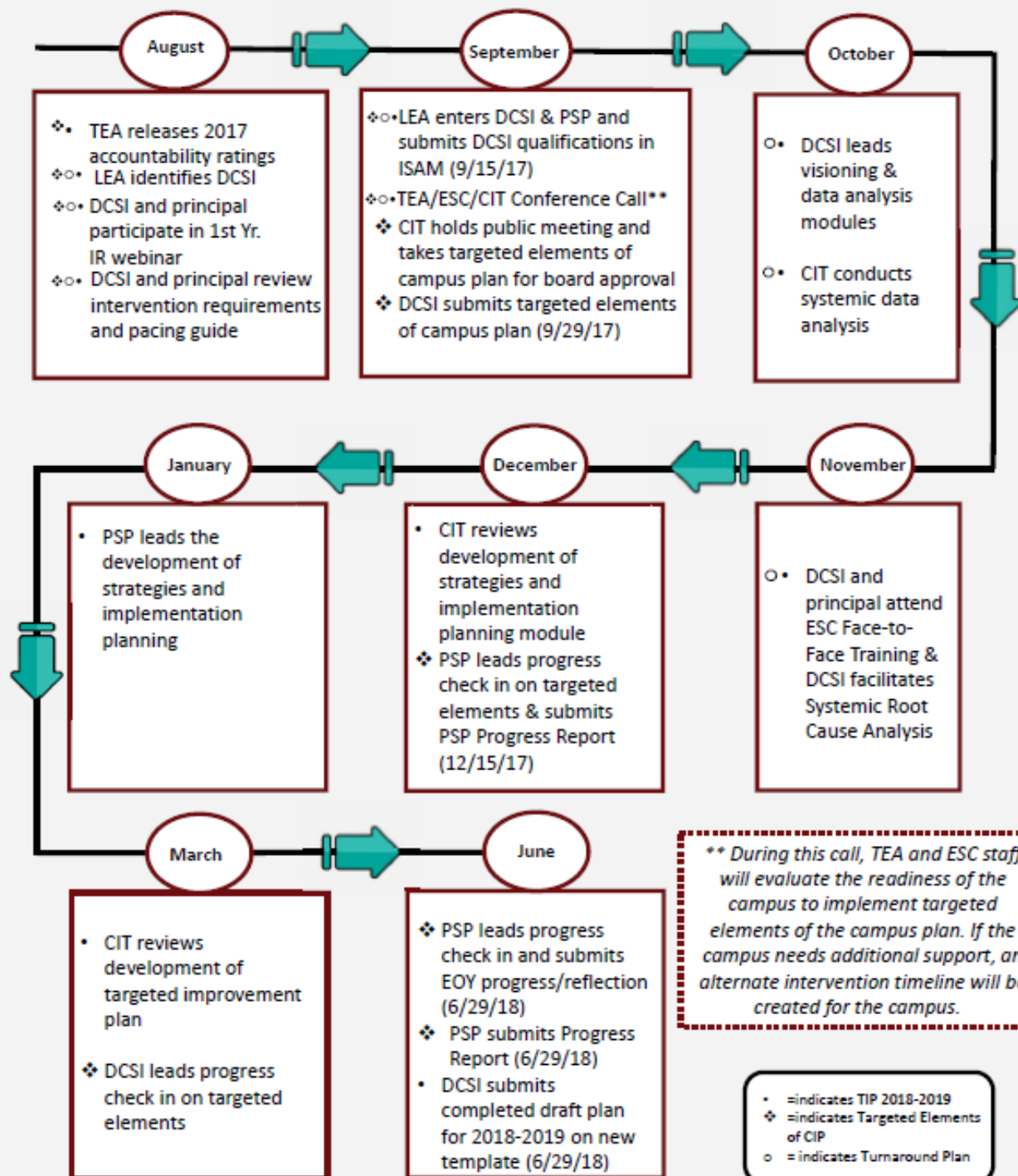




1ST YEAR IR IMPLEMENTATION PACING GUIDE 2017-18 INTERVENTIONS

2017-2018 1st Year IR Intervention Calendar

Purpose: Implement targeted elements of the campus improvement plan while intentionally learning the continuous improvement framework to address systemic issues and develop a targeted improvement plan that promotes sustainability.



ABOUT THE PACING GUIDE

The purpose of the pacing guide is to provide step-by-step guidance for Campus Intervention Teams (CITs) and Campus Leadership Teams (CLTs) as they navigate the school improvement process throughout the school year. This is not intended as a compliance document, and it will not be submitted to TEA.

The pacing guide is structured chronologically. Following the overall 2017-2018 intervention calendar, each page is dedicated to one month with a list of all corresponding interventions and submissions as well as suggested actions to keep the CIT and CLT on track to meet all requirements.

RESOURCES

The following resources are found at

<http://www.tea.texas.gov/si/accountabilitymonitoring/>

- 1st Year IR Introductory Webinar
- Board Approval and Public Meeting Requirements
- Targeted Elements of Campus Improvement Plan Guidance
- Visioning Module (to be released September 2017)
- Data Analysis Training Module (to be released September 2017)
- Systemic Root Cause Analysis Training (face to face in October 2017)
- New Targeted Improvement Plan Template Guidance

Additional resources can be found at www.taisresources.net.

AUGUST 2017

- ❖• TEA releases 2017 accountability ratings
- ❖◦• LEA identifies DCSI
- ❖◦• DCSI and principal participate in 1st Yr. IR webinar
- ❖◦• DCSI and principal review intervention requirements and pacing guide

What's coming up in September?

- ISAM update with PSP information
- ISAM update with DCSI information and DCSI qualifications
- Board approval of targeted elements of Campus Improvement Plan (CIP)
- Targeted elements of Chapter 11 CIP due to agency
- Conference call with TEA/ESC/CIT

What needs to be completed now and in preparation for next month?

- ☐ Review accountability rating and To the Administrator Addressed letter
- ☐ Ensure appropriate staff have ISAM access
- ☐ Update school and staff information in AskTED
- ☐ Review DCSI job description and select DCSI (ensure the DCSI can perform all the job duties)
- ☐ View 1st Year IR Introduction Webinar and review Pacing Guide and Intervention Calendar
- ☐ Interview and select PSP (review PSP availability in your region)
- ☐ Prepare Campus Improvement Plan (CIP) in accordance with TEC 11.251
- ☐ Identify proposed targeted elements of CIP (see guidance on 1st Year IR webpage)
- ☐ Determine other members of Campus Leadership Team (CLT)
- ☐ Identify September conference call participants
- ☐ Schedule public meeting (stakeholder review of CIP and targeted elements)
- ☐ Ensure approval process of targeted elements is on board agenda for September meeting

Extension opportunities:

- ★ TAIS Overview Video
 - http://www.tcdss.net/resources/tag/tais_framework
- ★ Continuous Improvement Overview videos and Extended Learning Opportunities by Dr. Laura Lipton
 - <http://www.taisresources.net/continuous-improvement-overview/>

SEPTEMBER 2017

- ❖•LEA enters DCSI & PSP and submits DCSI qualifications in ISAM (9/15/17)
- ❖•TEA/ESC/CIT Conference Call**
 - ❖ CIT holds public meeting and takes targeted elements of campus plan for board approval
 - ❖ DCSI submits targeted elements of campus plan (9/29/17)

What's coming up in October?

- *Visioning and systemic data analysis modules*
- *Systemic data analysis by CIT*

What needs to be completed now and in preparation for next month?

- ☐ Enter PSP and DCSI information, including qualifications, in ISAM
- ☐ Work with TEA consultant to schedule conference call
- ☐ Note action items from call and assign tasks to CIT/CLT members
- ☐ Identify implementation timeline for targeted elements and determine monitoring process
- ☐ Communicate plan elements and responsibilities to teachers and administrative staff
- ☐ Present targeted elements of CIP for board approval
- ☐ Submit targeted elements of CIP in ISAM
- ☐ Calendar time for DCSI to lead the visioning and data analysis modules in October
- ☐ Schedule date for CIT to conduct systemic data analysis in October
- ☐ Create an inventory of current data sources

Extension opportunities:

- ★ Conduct any surveys needed to establish data baselines
- ★ Prepare for October's Visioning module:
 - Todd Whitaker's expert voice video: *Clear Vision and Focus*
 - <http://www.taisresources.net/clear-vision-and-focus/>
- ★ Prepare for October's Data Analysis module:
 - Data Analysis Videos and Extended Learning Guides by Dr. Victoria Bernhardt, Dr. Margaret Heritage, and Dr. Laura Lipton
 - <http://www.taisresources.net/data-analysis/>

OCTOBER 2017

- DCSI leads visioning & data analysis modules
- CIT conducts systemic data analysis

What's coming up in November?

- *Face-to-face training lead by ESC on systemic root cause analysis*
- *Facilitation of systemic root cause analysis by DCSI*

What needs to be completed now and in preparation for next month?

- ☐ Complete visioning and data analysis module
- ☐ Identify staff to participate in visioning and data analysis
- ☐ Conduct systemic data analysis (see module for process)
- ☐ Record observations and trends gathered during the systemic data analysis
- ☐ Plan to attend systemic root cause training at ESC
- ☐ Schedule date to conduct systemic root cause analysis
- ☐ Continue monitoring implementation of improvement strategies from TIP
- ☐ Collect and analyze data points to reflect on progress of TIP
- ☐ Synthesize data into findings to share with Agency consultant, if requested
- ☐ Communicate implementation progress and data analysis results to relevant stakeholders

Extension opportunities:

- ★ Prepare for November's Root Cause Analysis
 - Needs Assessment videos and Extended Learning Guides by Dr. Margaret Heritage and Dr. Laura Lipton
 - <http://www.taisresources.net/needs-assessment/>

NOVEMBER 2017

- • DCSI and principal attend ESC Face-to-Face Training & DCSI facilitates Systemic Root Cause Analysis

What's coming up in December?

- *Development of strategies and implementation planning module*
- *Progress check on targeted elements*
- *PSP Progress Report*

What needs to be completed now and in preparation for next month?

- ☐ Attend face-to-face training at ESC
- ☐ Identify staff to participate in systemic root cause analysis process
- ☐ Conduct systemic root cause analysis
- ☐ Record observations and trends gathered during the systemic root cause analysis
- ☐ Continue monitoring implementation of improvement strategies from targeted elements of CIP to evaluate effectiveness of activities
- ☐ Adjust implementation as needed
- ☐ Schedule date for review of upcoming modules
- ☐ Identify a method to conduct the December progress check-in
- ☐ Calendar time for progress check-in led by PSP
- ☐ Communicate implementation progress and systemic root cause analysis results to relevant stakeholders

Extension opportunities:

- ★ Prepare for December's Strategy and Implementation module
 - Prepare for January's implementation planning:
 - Implementation and Monitoring videos and Extended Learning Guides by Dr. Mike Schmoker, Dr. Margaret Heritage, and Dr. Michael Fullan
 - <http://www.taisresources.net/implement-and-monitor/>
 - Improvement Planning videos and Extended Learning Guides by Dr. Margaret Heritage and Dr. Michael Fullan
 - <http://www.taisresources.net/improvement-planning/>

DECEMBER 2017

What's coming up in January?

- CIT reviews development of strategies and implementation planning module
- ❖ PSP leads progress check in on targeted elements & submits PSP Progress Report (12/15/17)

- *Strategies and implementation planning lead by PSP*

What needs to be completed now and in preparation for next month?

- ☐ Review development of strategies and implementation module
- ☐ Implement progress check-in process (identified in November)
- ☐ Record trends gathered during the progress check-in
- ☐ Collect and analyze data points to reflect on progress of TIP
- ☐ Synthesize data into findings to share with Agency consultant, if requested
- ☐ Continue monitoring implementation of improvement strategies from targeted elements of CIP to evaluate effectiveness of activities
- ☐ Document suggested revisions to progress check-in method (if applicable)
- ☐ Submit PSP Progress Report in ISAM
- ☐ Communicate progress check in results to relevant stakeholders
- ☐ Schedule time for development of strategies and improvement planning

Extension opportunities:

- ★ Prepare for January's implementation planning:
 - Implementation and Monitoring videos and Extended Learning Guides by Dr. Mike Schmoker, Dr. Margaret Heritage, and Dr. Michael Fullan
 - <http://www.taisresources.net/implement-and-monitor/>
 - Improvement Planning videos and Extended Learning Guides by Dr. Margaret Heritage and Dr. Michael Fullan
 - <http://www.taisresources.net/improvement-planning/>

JANUARY - FEBRUARY 2018

- PSP leads the development of strategies and implementation planning

What's coming up in March?

- *Targeted improvement plan development review by CIT*
- *Progress check on targeted elements*

What needs to be completed now and in preparation for next month?

- ☐ Review results of systemic data analysis and root cause analysis
- ☐ Research strategies that are aligned to the identified systemic root cause
- ☐ Review improvement plan template and begin outlining plan
- ☐ Review trends gathered during the December progress check-in; identify which strategies are not improving student outcomes and consult PSP/ESC/TEA consultant to identify new strategies (or make other mid-course corrections)
- ☐ Continue monitoring implementation of improvement strategies from targeted elements of CIP to evaluate effectiveness of activities
- ☐ Communicate any strategy implementation changes to relevant stakeholders
- ☐ Schedule date(s) for CIT to draft proposed targeted improvement plan

Extension opportunities:

- ★ Prepare for March's Targeted Improvement Plan Development
 - Improvement Planning videos and Extended Learning Guides by Dr. Margaret Heritage and Dr. Michael Fullan
 - <http://www.taisresources.net/improvement-planning/>
 -
- ★ Prepare for March's progress check in:
 - Implementation and Monitoring videos and Extended Learning Guides by Dr. Mike Schmoker, Dr. Margaret Heritage, and Dr. Michael Fullan
 - <http://www.taisresources.net/implement-and-monitor/>

MARCH - APRIL - MAY 2018

- CIT reviews development of targeted improvement plan
- ❖ DCSI leads progress check in on targeted elements

What's coming up in April-June?

- Targeted improvement plan development by CIT
- Progress check on targeted elements

What needs to be completed now and in preparation for next month?

- ☐ Continue monitoring implementation of improvement strategies from targeted elements of CIP to evaluate effectiveness of activities
- ☐ Collect and analyze data points to reflect on progress of TIP
- ☐ Synthesize data into findings to share with Agency consultant, if requested
- ☐ Using the research from January, identify the final strategy or strategies that will be included in the targeted improvement plan
- ☐ Outline implementation plans
- ☐ Record trends gathered during the progress check-in
- ☐ DCSI: Communicate progress check in results to district staff and other relevant stakeholders
- ☐ Schedule date(s) for CIT to complete draft of proposed targeted improvement plan by June 29th

Extension opportunities:

- ★ Prepare for June's progress check in:
 - Implementation and Monitoring videos and Extended Learning Guides by Dr. Mike Schmoker, Dr. Margaret Heritage, and Dr. Michael Fullan
 - <http://www.taisresources.net/implement-and-monitor/>

JUNE - JULY 2018

- ❖ PSP leads progress check in and submits EOY progress/reflection (6/29/18)
- ❖ PSP submits Progress Report (6/29/18)
- DCSI submits completed draft plan for 2018-2019 on new template (6/29/18)

What's coming up in July and August?

- *Identify and complete any professional development needs*
- *Review 2018 Accountability Ratings*
- *Identify potential DCSI for 2018-19*

What needs to be completed now and in preparation for the next school year?

- ☐ Collect and analyze data points from the school year to evaluate for EOY reflection
- ☐ Synthesize data into findings to share with Agency consultant
- ☐ Conduct end-of-year progress check-in
- ☐ Record trends gathered during the progress check-in
- ☐ Finalize draft targeted improvement plan
- ☐ Identify elements of TIP to be implemented prior to August and assign tasks
- ☐ Submit EOY progress update/data reflection
- ☐ Submit PSP Progress Report
- ☐ Submit completed draft plan for 2018-2019

Extension opportunities:

- ★ Align August professional development to strategies in the 2018-2019 Targeted Improvement Plan